

## Outgoing Inspection Checklist

SAMPLE FORMAT ONLY. Blank fields and checkboxes are intentional. A valid outgoing record must identify the actual order, lot, inspector and release date.

|                |                          |                 |                 |
|----------------|--------------------------|-----------------|-----------------|
| Customer / PO  | [Enter reference]        | Part / revision | [Enter drawing] |
| Lot / quantity | [Enter lot and quantity] | Shipment date   | [YYYY-MM-DD]    |

### Document And Lot Verification

|                          |                                                                                     |                       |
|--------------------------|-------------------------------------------------------------------------------------|-----------------------|
| <input type="checkbox"/> | PO, approved drawing and revision match the traveler and packing list.              | Record / remarks: [ ] |
| <input type="checkbox"/> | Lot number, quantity and traceability labels are complete and legible.              | Record / remarks: [ ] |
| <input type="checkbox"/> | Required inspection report, material declaration or CoC is attached when specified. | Record / remarks: [ ] |

### Product Verification

|                          |                                                                                                                    |                        |
|--------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------|
| <input type="checkbox"/> | Appearance is free from cracks, chips, contamination, printing defects and terminal damage beyond agreed criteria. | Sampling / result: [ ] |
| <input type="checkbox"/> | Critical dimensions and electrical characteristics agree with the approved inspection plan.                        | Sampling / result: [ ] |
| <input type="checkbox"/> | Identification, polarity, orientation and matched-set requirements are confirmed where applicable.                 | Sampling / result: [ ] |

### Packaging And Shipment Verification

|                          |                                                                                                     |                       |
|--------------------------|-----------------------------------------------------------------------------------------------------|-----------------------|
| <input type="checkbox"/> | Parts are separated and protected against abrasion, moisture, ESD or mechanical shock as specified. | Record / remarks: [ ] |
| <input type="checkbox"/> | Inner labels, carton labels, count and customer-specific markings are correct.                      | Record / remarks: [ ] |
| <input type="checkbox"/> | Carton condition, sealing and packing photos are recorded when required.                            | Record / remarks: [ ] |

### Release Decision

☐ Released    ☐ Hold for review    ☐ Rework / repack required

This template shows a typical outgoing inspection structure. The actual release checklist is controlled against the customer order and project quality plan.

|                                   |                                           |                                                    |
|-----------------------------------|-------------------------------------------|----------------------------------------------------|
| OQC inspector<br><br>Name / date: | Quality authorization<br><br>Name / date: | Shipment reference<br><br>Packing list / tracking: |
|-----------------------------------|-------------------------------------------|----------------------------------------------------|